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लक्षद्वीप प्रशासन / LAKSHADWEEP ADMINISTRATION
(सचिवालय – सेवा अनुभाग/((Secretariat – Services Section)
कवरत्ती द्वीप – ६८२५५५/Kavaratti Island – 682 555

File No: 12/21/2025-Services

Dated: 11 .07.2025

OFFICE ORDER

Sub: - UTLA-Services – Constitution of Centralized, Unified Departmental Promotion Committee (DPC), Departmental Confirmation Committee (DCC), Screening Committee for MACP/ ACP for all Departments, Offices and Organizations under UTLA – Order issued

In supersession of all previous Orders/ Notification regarding the Constitution of Departmental Promotion Committee, Departmental Confirmation Committee, Screening Committee for MACP/ ACP, the Hon'ble Administrator, Union Territory of Lakshadweep is pleased to constitute Centralized, Unified Departmental Promotion Committee for selection as well as non-selection posts, Departmental Confirmation Committee and Screening Committee for MACP/ ACP for all Departments, Offices and Organizations under UTLA as detailed in the Annexure – I.

2. All the existing Departmental Promotion Committees, Departmental Confirmation Committees, Screening Committees for MACP/ ACP under all Departments of Union Territory of Lakshadweep Administration are hereby dissolved.

3. In order to prevent undue strain on the administrative machinery, the Screening Committee and Confirmation Committee shall follow a time-schedule and meet twice in a financial year. Accordingly, cases maturing during the first-half of a particular financial year (April-September) shall be taken up for consideration by the Screening Committee

meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July shall process the cases that would be maturing during the second-half of the financial year (October-March). All the Departments should prepare the proposals in accordance with the specified timeframe and submit to the Committee accordingly.

4. The Departmental Promotion Committee should be convened at regular annual intervals to draw panels, which could be utilized for making promotions against the vacancies occurring during the course of the vacancy year and the departments should prepare the proposals accordingly.

5. The Departmental Promotion Committee/ Departmental Confirmation Committee shall be extended to all the Recruitment Rules notified in the UT of Lakshadweep Administration.

6. Efforts should be made to the maximum extent possible to nominate a Scheduled Caste/ Scheduled Tribe/ Minority Officer in the Selection Committee for recruitment. This is all the more necessary when bulk selections for a large number of vacancies, say, for thirty or more at a time, are made.

7. This is issued with the approval of Hon'ble Administrator, UT of Lakshadweep, vide Diary No.205 dated 04/07/2025.

Sd/-
(PADMAKAR RAM TRIPATHI)
Special Secretary (Services)

Annexure - I

Committee - 1 (Centralized, Unified Departmental Promotion Committee for Selection as well as for Non-Selection posts, Departmental Confirmation Committee and Screening Committee for MACP/ ACP)

Sl. No	All Group A,B , C and Multi Tasking Staffs			Name of Department/ Office
1	Advisor to the Administrator, UTLA	-	Chairman	1.For all Departments/ Office, Except Finance Secretary is Secretary of the Department
2	Secretary (Finance), UTLA	-	Member	
3	Secretary of the Concerned Department	-	Member	
4	Special Secretary (Services)	-	Member	2.Except for the posts in which UPSC is Competent for Promotion or representative of UPSC is member/ Chairman of the DPC
5	Departmental Head of the Concerned Department	-	Member	
6	Accounts Officer (Secretariat)	-	Member	3.For all common cadre staffs

Committee - 2 (Centralized, unified Departmental Promotion Committee for Selection as well as for Non-Selection posts, Departmental Confirmation Committee and Screening Committee for MACP/ ACP)

Sl. No.	All Group A,B , C and Multi Tasking Staffs			Name of Department/ Office
1	Secretary (Finance), UTLA	-	Chairman	1.For all Departments/ Office, for which Finance Secretary is the Secretary of the Department (excluding Common cadre posts but includes common cadre posts of the departments)
2	Secretary of the Concerned Department	-	Member	
3	Special Secretary (Services)	-	Member	
4	Departmental Head of the Concerned Department	-	Member	
5	Accounts Officer (Secretariat)	-	Member	2.Except for the posts in which UPSC is Competent for Promotion or representative of UPSC is member/ Chairman of the DPC

Sd/-
(PADMAKAR RAM TRIPATHI)
Special Secretary (Services)